RapidVector™

User Manual

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Getting started with RapidVector™

What is RapidVector™?

RapidVector™
Integrated CMS System
Click here for Live Demo
Home
About Us
Products
Online Demo
Support
Contact Us
Login
Sitemap
User name:
Password:
Go
Forgot password?
Simply Rapid
Content will be here, Target to small websites, which have almost static kind of content...
More
Rapid Business
Content will be here, Target to small websites, which have almost static kind of content...
More
Rapid E-commerce
Content will be here, Target to small websites, which have almost static kind of content...
More
Welcome to RapidVector™
Text Content will be here. Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.Text Content will be here.
More...
Our Key Features:
» Theme Bank - Thousand of Web Templates
» Features Online Drag n' Drop Page Editing
» Powerful Online Web Editor
» Instant Preview & Publishing
» SEO Friendly Website URL's
» Custom Meta Tags for SEO
» Ecommerce, Articles, FAQ, RSVP and more
» Online Support & Help System
Testimonials
Content will be here, Target to small websites, which have almost static kind of content. Content will be here, Target to small websites, which have almost static kind of contentsmall websites, which have almost static kind of content...
- Mr. Jhon
Home | Company | Products | Support | Online Demo | Contact Us | Login | Terms | Privacy | Sitemap
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RapidVector™ is Content Management System that offers a robust and complete set of out-of-the-box features for designing websites.

RapidVector™ is a powerful web-based development environment which allows small to mid-sized web-hosting companies to create and maintain full-featured ecommerce websites in a fraction of the time that it would take to do with traditional methods.

RapidVector™ Offers:

- Edit your website from anywhere in the world in an easy to use environment.
- Just login to your website and GO!
- Authenticated access to public and private web content.
- Comprehensive web site development framework.
- Several inbuilt module like E-commerce, Calendar, FAQs etc.

Logging into RapidVector

RapidVector™ is web based CMS and Development Framework which is compatible on Windows server 2003 and SQL Server.

Direction for Log In

1. To login to RapidVector point your browser to:
http://www.yourwebsite.com
2. Then click on **Log In** option from your Menu.
3. The RapidVector login page should load.
4. Enter your account credential information and click 'Submit' to log in.

Screen 1

Forgot Password?

If you forgot your password insert EMAIL, click *forgot your password*? link & answer the security question, & the password will be sent to your Email.

Screen 2

View Modes

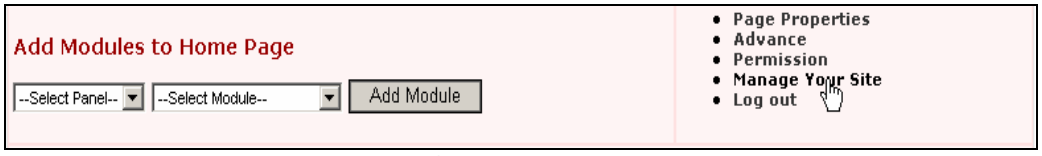
The RapidVector™ interface consists of a Top Control Bar and the View Mode. Once you login to RapidVector™ you will see the Web View mode. A View Mode is an interface to access the content on your website:

Screen 3

RapidVector™ has (5) options on the Top Control Bar: Page Properties, Advanced Settings, Permissions, Manage Your Site & Log out. (As per **Screen 3**)

Web View and Control Panel are two View modes of RapidVector. These allow you different access to your website. The Web View mode is the standard editing mode. The Control Panel is a power user mode, and gives you access to some non-web based content (like Deleted web pages, Category listings, Products, Event Listings, and more).

Click *Manage Your Site* link from Top Control Bar, this will launch Control Panel view mode of RapidVector™. (As per **Screen 4**)

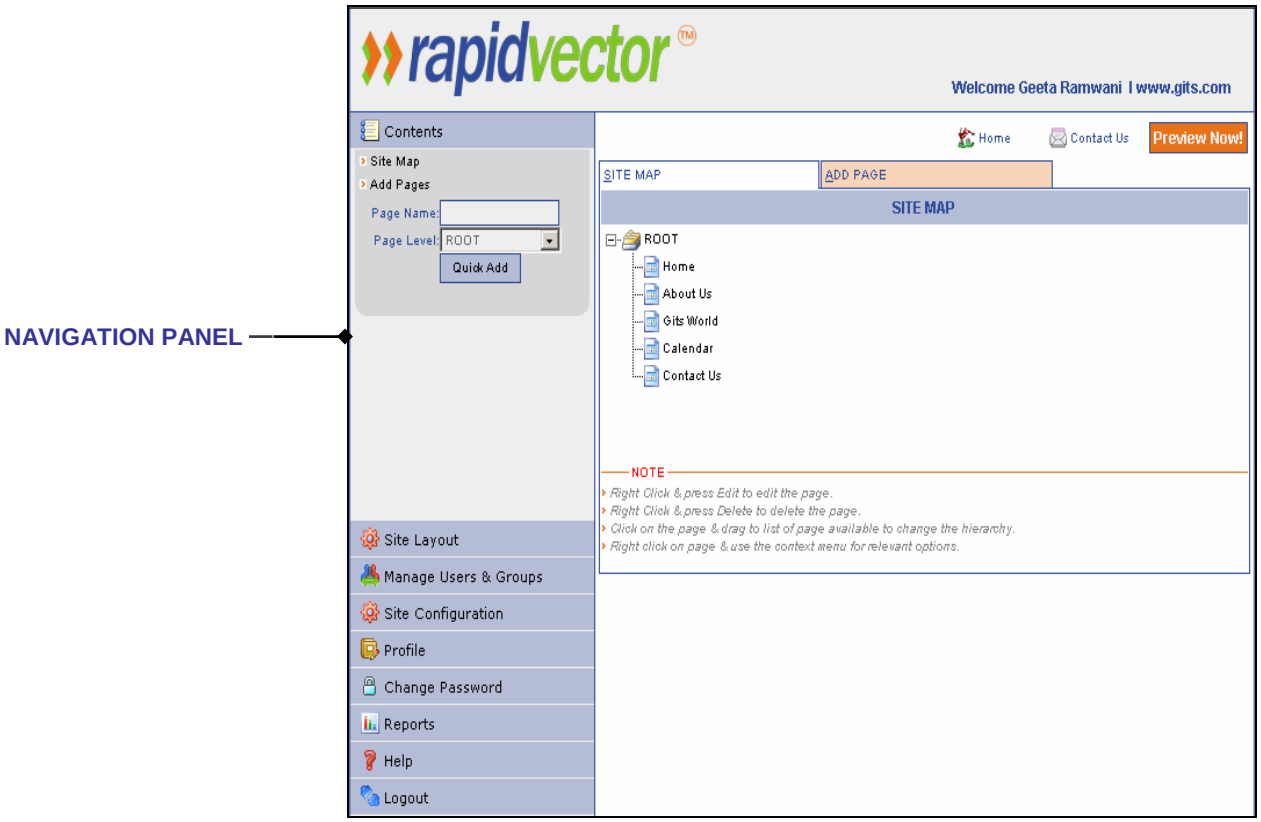


Screen 4

Using Control Panel

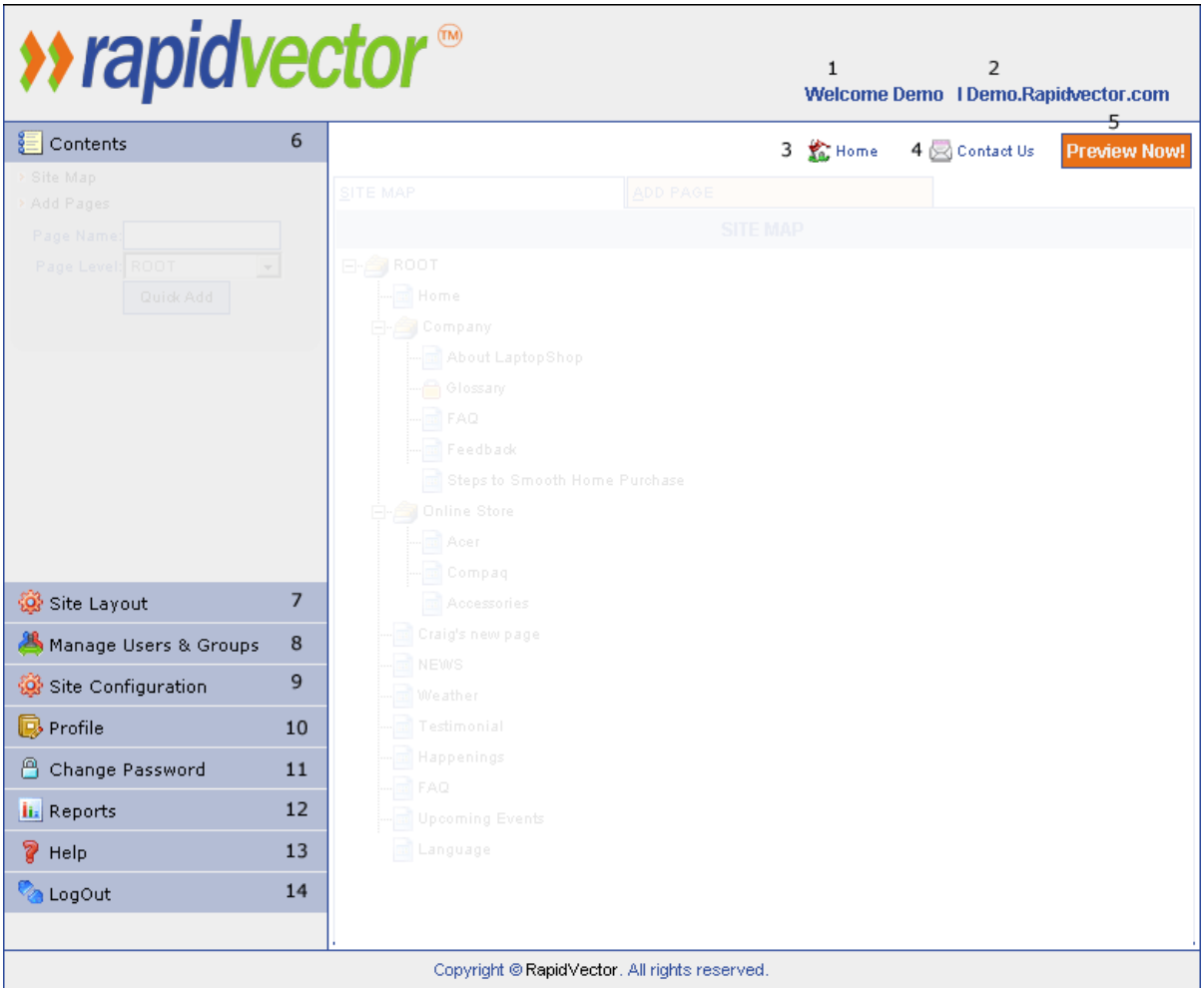
The RapidVector Control Panel offers Administrator and Power Users unparalleled access to the most advanced features of RapidVector and your website.

Entering into Control Panel view mode you will find navigation Panel on the leftmost side. Site navigation is actually fairly important so user will be able to find the stuff they are looking for and move easily from one page to the next. Entering into Control Panel view mode you will find Navigation Panel on the leftmost side. (As per **Screen 5**)



Screen 5 (Control Panel View Mode)

There are different navigation pane options available, brief description of each option available in Control Panel View is as under:



Screen 6 (Rapid Vector Control Panel)

1. This area will display the welcome greeting to site owner.
2. This area will display name of your site, for E.g. Mywebsite.com.
3. The button **Home** will redirect the administrator to the main page of site owner admin section.
4. The button **Contact Us** will display the contact details for RapidVector™.
5. The button **Preview Now!** will display preview of the website.
6. Contents menu will allow you advanced option of Quick Add & Browsing, Adding, Viewing, Deleting page & access to Expiry Web Pages and Other Content Items.
7. **Site Layout** menu will allow you to manage the look and feel of your Website by applying templates & having additional options for building your own template and Theme format.
8. **Manage Users & Groups** menu will allow Administrators to view, edit, create and delete Users, Groups, Roles, Access Levels and Global Preferences.
9. **Site Configuration** menu will allow you to configure sites & search engine options.
10. **Profile** menu will allow you to edit your user profile.
11. **Change Password** menu will allow you to change your system password.
12. **Reports** will display site statistics of your Website.
13. **Help** will display the guidelines for using RapidVector™.

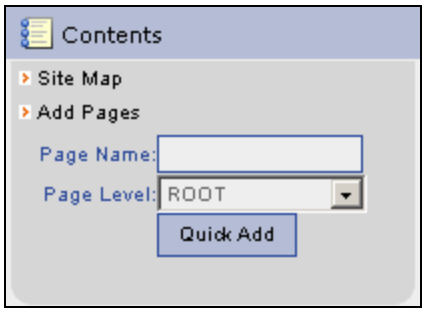
14. **Logout** will end your RapidVector session and you will be returned to the home page of your website.

Let’s take a look at detailed functionality of Control Panel:

Contents

This section allows the administrator to create and manage pages into the website. The Contents section is categorized as follow:

- Site Map
- Add Pages
- Quick Add

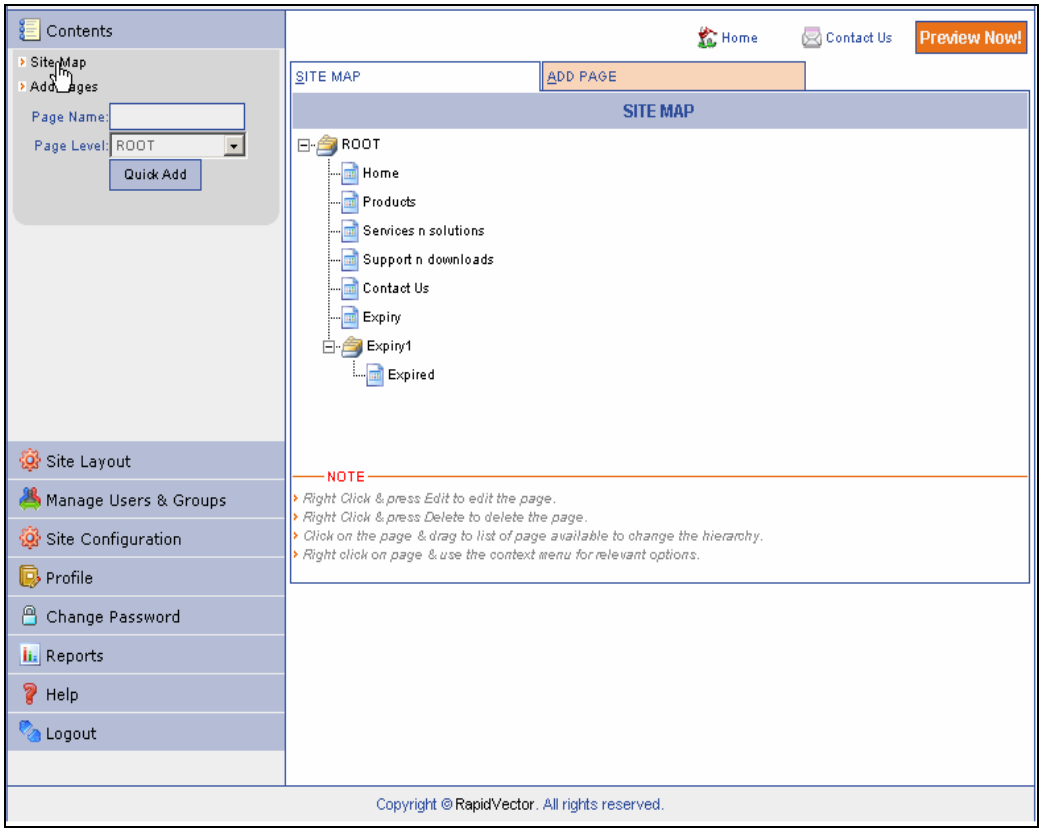


Screen 7

Sitemap

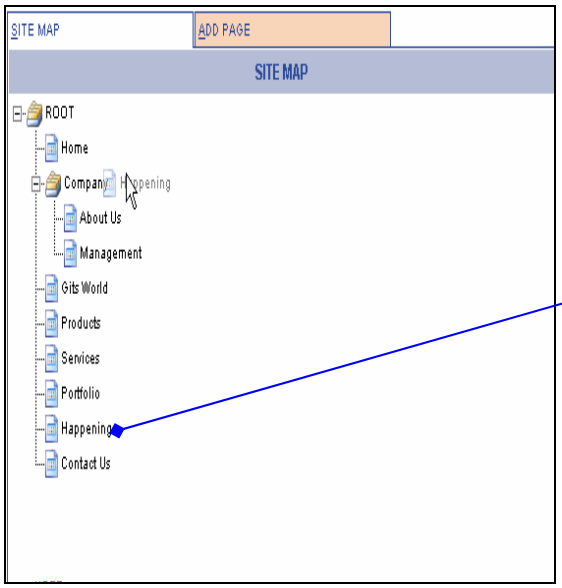
A *sitemap* is a collection of pages that outlines a website's structure & hierarchy of the pages. This section allows the administrator to create, design and manage pages into the website.

Go to left navigation bar & click the “Site Map”, this will launch the Sitemap interface (As per **Screen 8**):

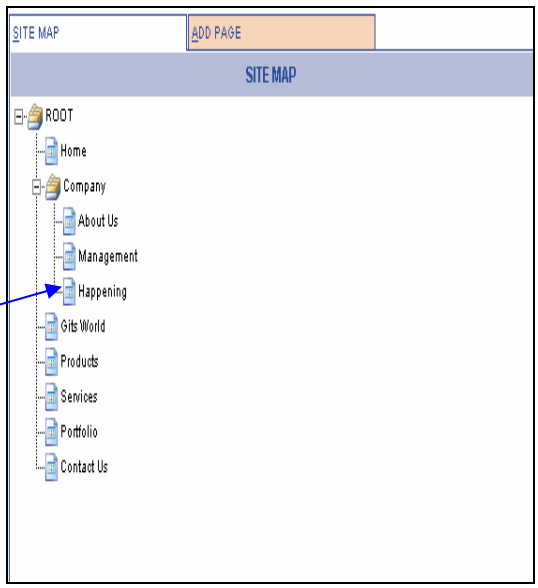


Screen 8

Sitemap has a hierarchical appearance of pages of the website. The hierarchical representation allows administrator to change the hierarchy of pages by dragging the page from actual destination to desired one(As per **Screen 8** & **Screen 9**):



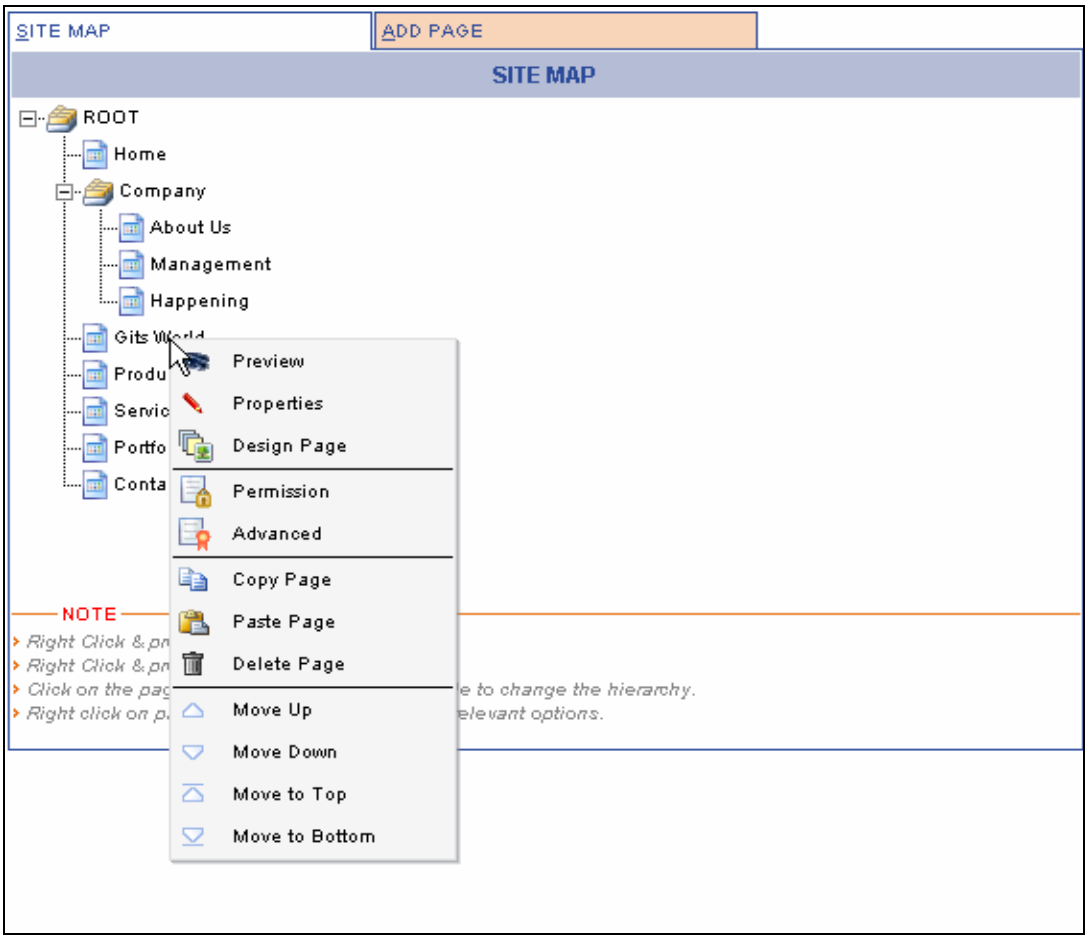
Screen 9



Screen 10

For instance, if an administrator would like to move “Happening” page from ROOT to Company.

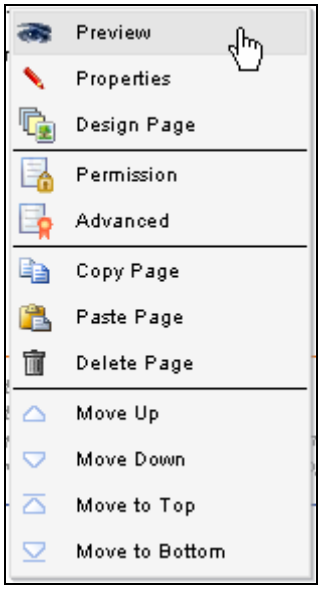
1. Move the mouse pointer over the “Happening” Page, press the left mouse key.
2. Hold down the mouse button & drag the page towards “Company” page.(As per **Screen 9**)
3. Release the mouse button in parallel to “Company” page horizontal area & the “Happening” page will be there under Company Page.(As per **Screen 10**)



Screen 11

By right click on page from “SITEMAP” you will found the context menu showing the options to manage that particular page. (As per **Screen 11**)

Let’s take look at each context menu options of the page:



Screen 12

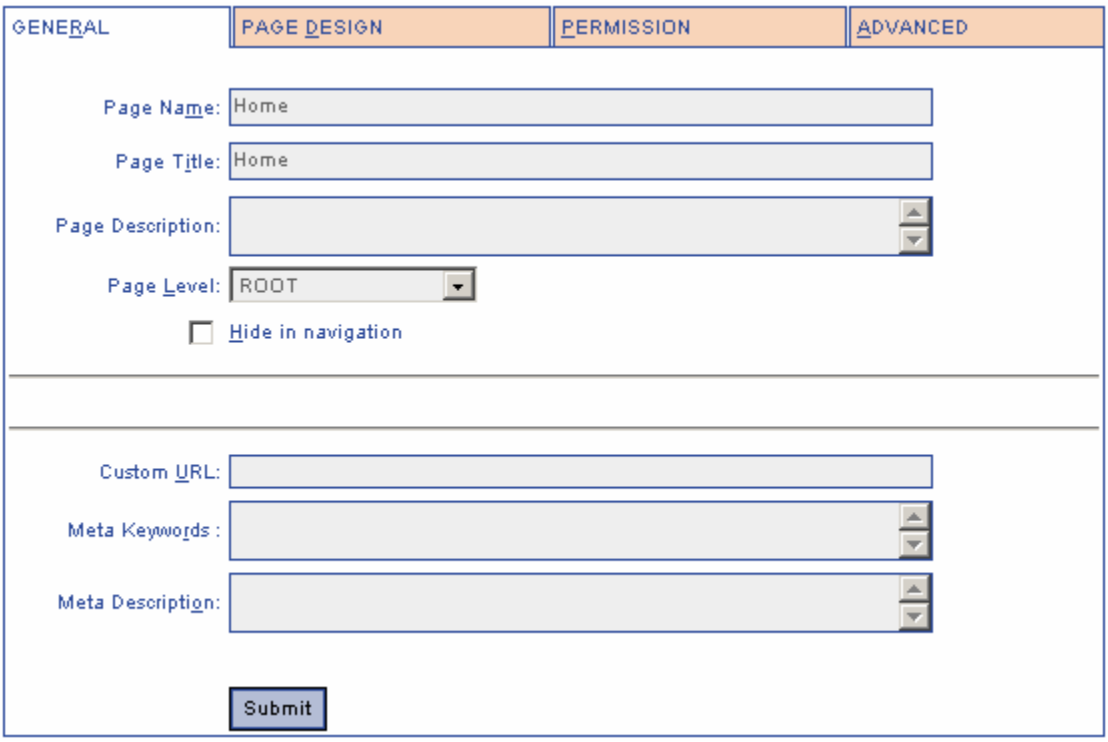
Preview

To view appearance of your web page; click the 'Preview' button from the context menu.

Properties

Properties option will allow administrator to set the general properties of the page.

Right click on page & select Properties from context menu, this will launch 'GENERAL' tab showing general properties options of the page. (As per **Screen 13**)



Screen 13

Page Name: This field defines name of the page. The Page name will be the page's URL, for E.g., a Page Name of "Contact Us" will cause the page to be viewed at: *http://www.yourwebsite/en/contactus.htm*

Page Title: This field defines title of the page that will display in the TITLE bar at the top of the browser and in Search Engines like Google™.

Page Description: This description is short description of your website.

Page Level: This option specifies the location of the page in your website navigation hierarchy. Administrator can change the hierarchy of page using this option.

Hide In Navigation: If you wish the page you are adding or editing to not be added to the site navigation (it is a private page, for example) then simply click the check box for this option. Otherwise, the by default page will be always visible in website navigation.

Current Theme: This option will show you thumbnail image of selected theme of your webpage.

Select Color Theme for Page: If you wish to change color theme of your page then select color theme from given options.

Custom URL: If you wish to provide a link of an external webpage or file then you can mention it here.

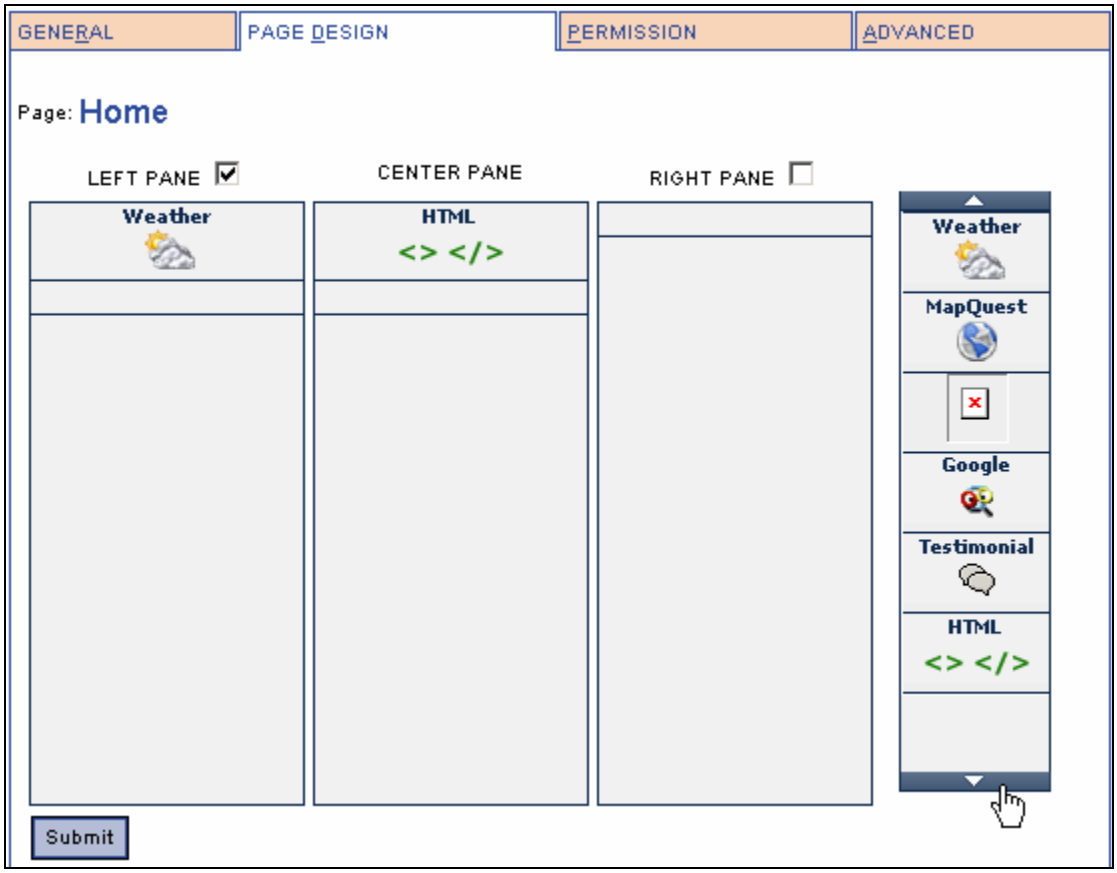
Meta Keywords: This option allows you to specify the META keywords for this page. These keywords will help search engines to fetch your page.

Meta Description: The Description field allows page authors to specify a short description for their web page. Filling a description is a good idea because search engines, uses this description to display when users are searching your pages.

Design Page

Right click on page & select Properties from context menu; this will launch 'PAGE DESIGN' tab. (As per **Screen 14**)

This is the standard way of designing your website as it is the easiest to use.



Screen 14

Page: This field shows name of your page you wish to design.

Left Panel: By select the check box you can enable the left panel. As per template you have selected you will find sometime this panel by default enable.

Center Panel: This panel will be always enabled by default.

Right Panel: By select the check box you can enable the Right panel. As per template you have selected you will find sometime this panel by default enable.

Module List: Using mouse move over up or down arrow the list of module will be rotated. Administrator can select the module from module list & dragged to the panel he wishes to install it. (As per **Screen 15**)

Screen 15

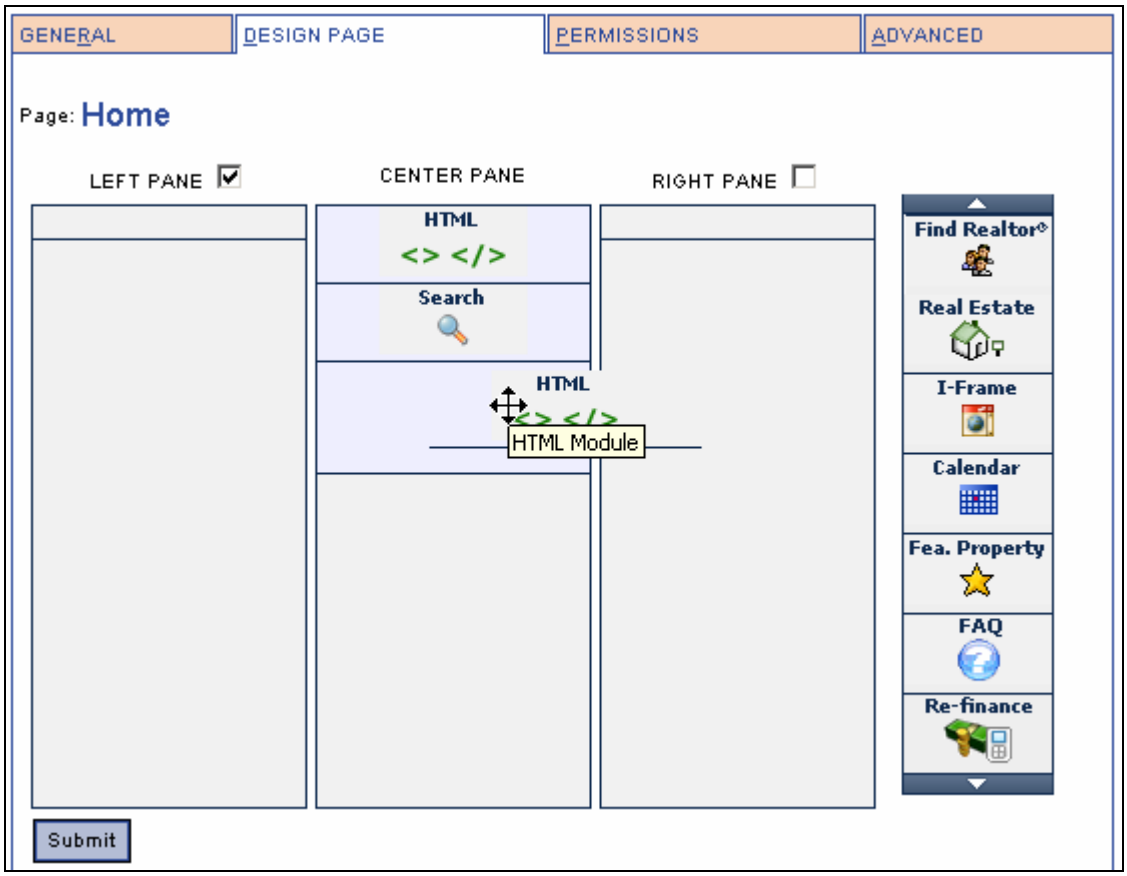
Install Module: Adding a new module will insert an empty module to the page. The modules listed at right hand side needs to be dragged into the panel where you desired to installed. There are three panels available as shown in **Screen 15**: LEFT, CENTER & RIGHT.

As per **Screen 16** the drag is in process, it figured out that the Module 'HTML' is dragged from Module List to the Center Panel.

Few simple steps to achieve this:

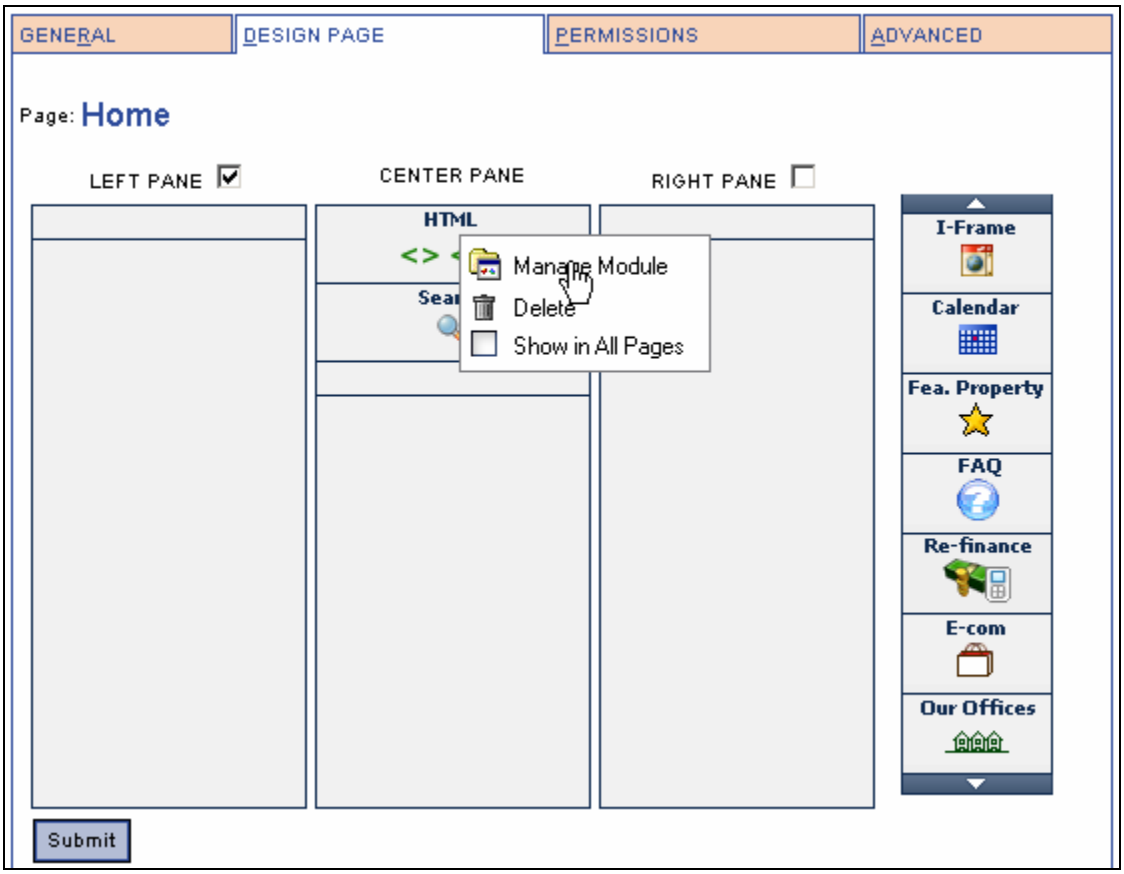
1. Move mouse pointer over the module list up or down arrow until you find the module from a list you desired to install.

2. Once you find the module in list move the mouse pointer over the module, press left mouse key.
3. Hold down the mouse button & drag the module towards whatever pane you want to paste it.(As per **Screen 16**)
4. Release the mouse button as soon as you drag it to desired destination. Module will be freeze in the pane you have selected.
5. Click on "Submit" to save the changes.



Screen 16

By right click on module you will found the context menu showing the options to Manage, Delete & Show the module in all pages. (As per **Screen 17**)



Screen 17

Manage Module: To feed the relevant data & configure the module settings.

Delete: Click on Delete option from context menu will delete the module from that panel.

Show in All Pages: If you want any module to show on all pages of website click on this option, you need not to go for each page & install the module & design the same.

After whatever changes you made click Submit to save the changes.

Permission

Click on this option will switch you to PERMISSION page. (As per **Screen 18**)

Screen 18

Page: This field shows name of page you wish to set permissions.

Accessibility: Access privileges in RapidVector™ are controlled through a combination of three types of security features:

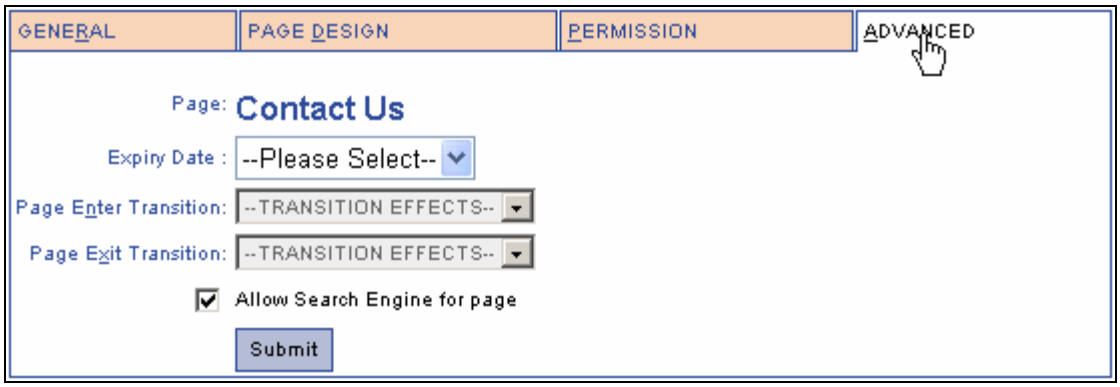
Everyone: If you want everyone to access the page then select this option. By default you will find this option enable.

Authentication: Authenticated users can view this page if you select authentication accessibility option.

Group's Allowed: You can grant permissions to User Groups and the permissions will be granted to each User in the User Group – you do not have to grant permissions to individual Users.

Advanced Settings

Click on this option will switch you to ADVANCED Settings Page. (As per **Screen 19**)



Screen 19

Page: This field shows name of page you wish to set advanced settings.

Expiry Date: When the page is no longer desired, the page status can be set to Archived, which removes it from the Web View entirely, however Archived pages may still be retrieved by administrator via Control Panel

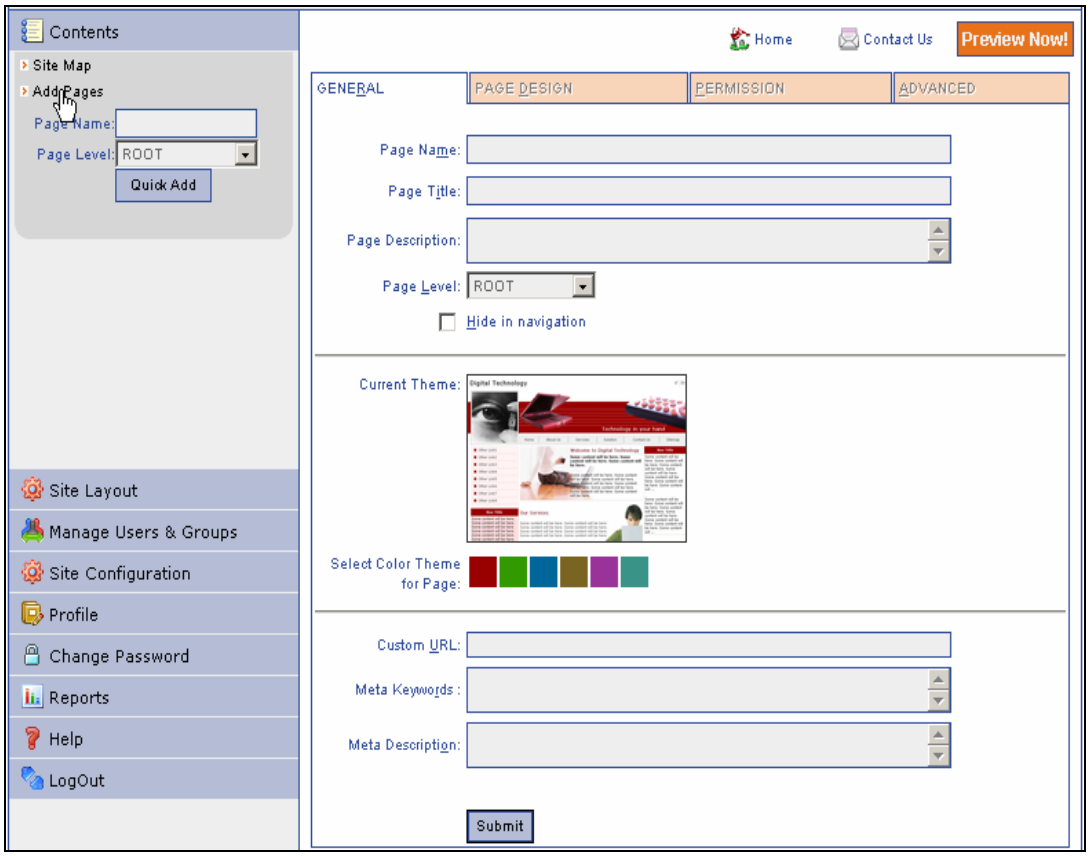
Page Enter Transition: This will give selected transition to the page when it will load.

Page Exit Transition: This will give selected transition when administrator will exit from the webpage.

Allow Search Engine for page: This option will allow search engines to crawl the page.

Add Pages

To add a Page click the "Add Pages" Link from left navigation Panel. This will launch the *Add Pages* interface. (As per **Screen 20**)



Screen 20

Page Name: This field defines name of the page. The Page name will be the page's URL, for E.g., a Page Name of "Contact Us" will cause the page to be viewed at: *http://www.yourwebsite/en/contactus.htm*

Page Title: This field defines title of the page that will display in the TITLE bar at the top of the browser and in Search Engines like Google™.

Page Description: This description is short description of your website.

Page Level: This option specifies the location of the page in your website navigation hierarchy. Administrator can change the hierarchy of page using this option.

Hide In Navigation: If you wish the page you are adding or editing to not be added to the site navigation (it is a private age, for example) then simply click the check box for this option. Otherwise, the by default page will be always visible in website navigation.

Current Theme: This option will show you thumbnail image of selected theme of your webpage.

Select Color Theme for Page: If you wish to change color theme of your page then select color theme from given options.

Custom URL: If you wish to provide a link of an external webpage or file then you can mention it here.

Meta Keywords: This option allows you to specify the META keywords for this page.
These keywords will help search engines to fetch your page.

Meta Description: The Description field allows page authors to specify a short description for their web page. Filling a description is a good idea because search engines, uses this description to display when users are searching your pages.

Quick Add

Quick Add option enables user to add the page quickly in website, simply add the page name in first text box & select the page level from combo box & click Quick Add, you can see the added page in sitemap.

Site Layout

Using this section administrator can apply look & outward show of the website. Administrator can select the template from given options. Choose which template you want the page to be displayed with. This changes the look and feel of the page. Even he can create his own customize templates.

Click on the "Site Layout" from left navigation toolbar. This will launch the Site Layout interface (As per **Screen 21**). The Site Layout section is categorized as follow:

- Templates
- Build your Own Template
- Theme Format

Screen 21

Templates

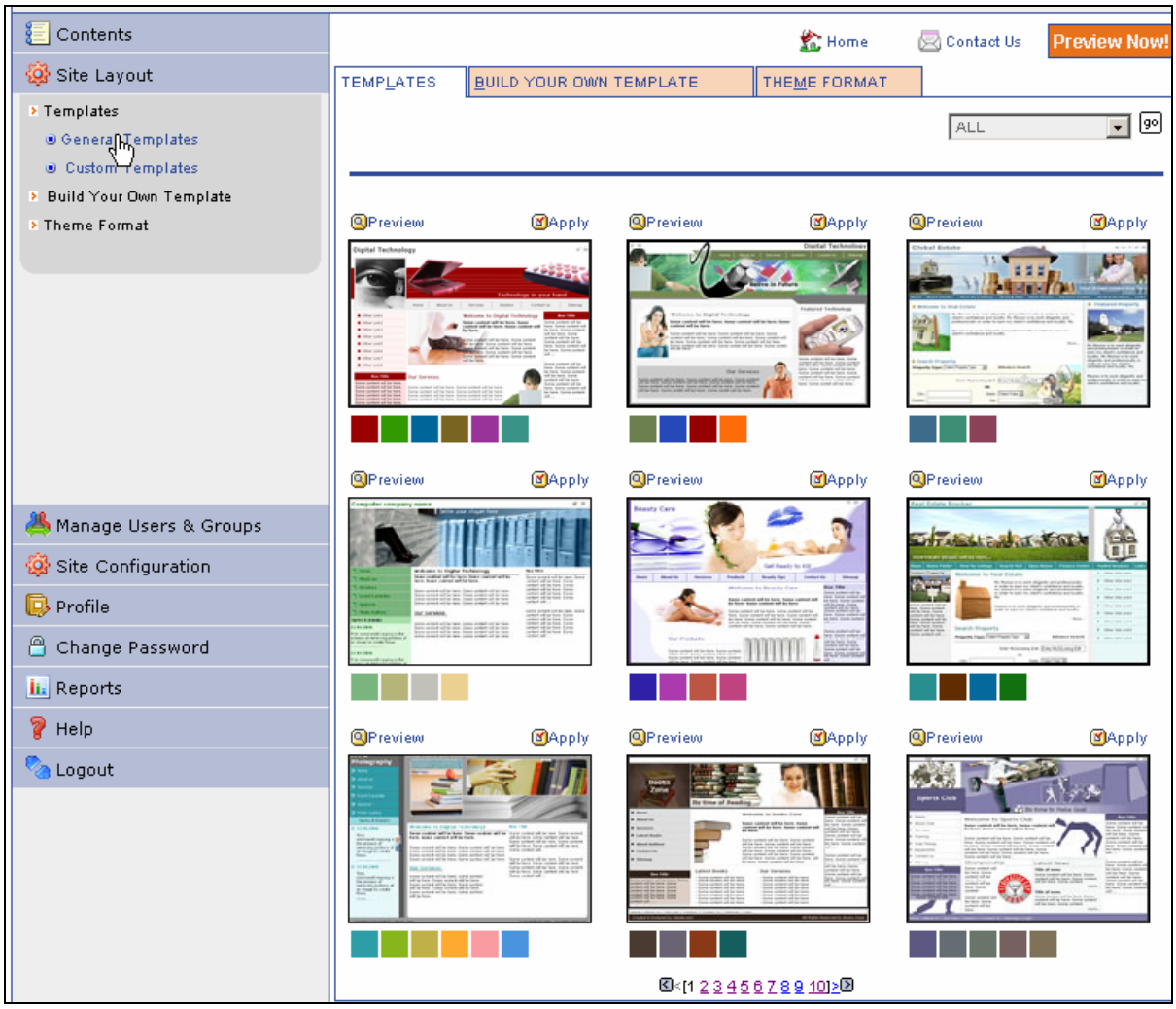
There are two types of templates available:

- General Templates
- Custom Templates

General Templates

Click on the "General Templates" from left navigation toolbar. This will launch the General Templates interface (As per **Screen 22**):

This page lists default templates available in RapidVector™. This list will be available to all the website administrator uses RapidVector™. It provides as a feature to the site administrators who do not want to create custom templates of their own. The following screen-shot explains the same:



Screen 22

The top most drop down list box having the list of different category to filter the templates E.g., Real Estate, Beauty, Automobile, Web Hosting etc. By default it will be ALL templates selected.

Color Scheme: There is different color scheme available to select with for administrator for applying to his website.

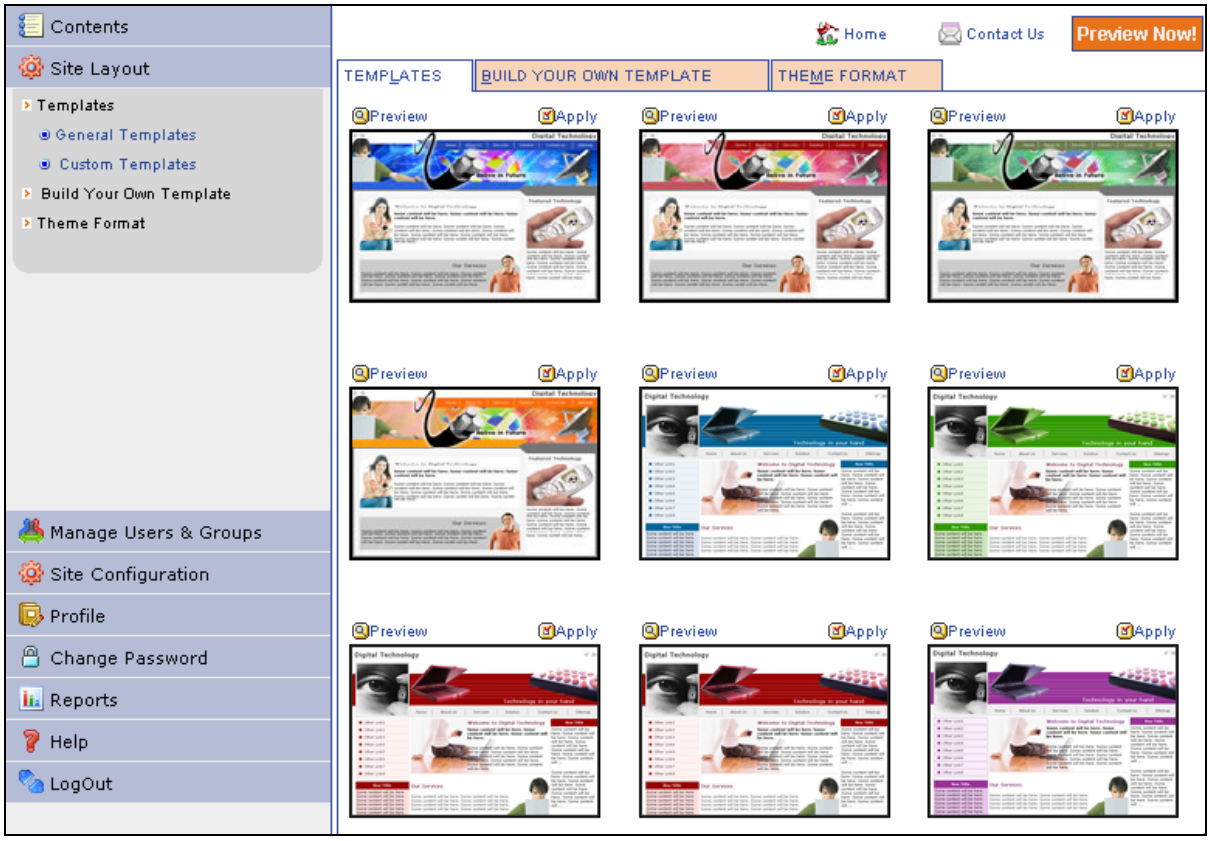
Preview: Clicking on the Preview button will provide you the quick preview of your website using selected template with color scheme, so you can get the idea about appearance of your website before applying it to your website.

Apply: Clicking on the Apply button will apply the selected template with the selected color scheme to the website.

Paging: Allows navigation into the templates.

Custom Templates

Click on the "Custom Templates" from left navigation toolbar. This will launch the Custom Templates interface (As per **Screen 23**):



Screen 23

This list of template is same as General Templates but created on special order from the administrator & is not available to all the users.

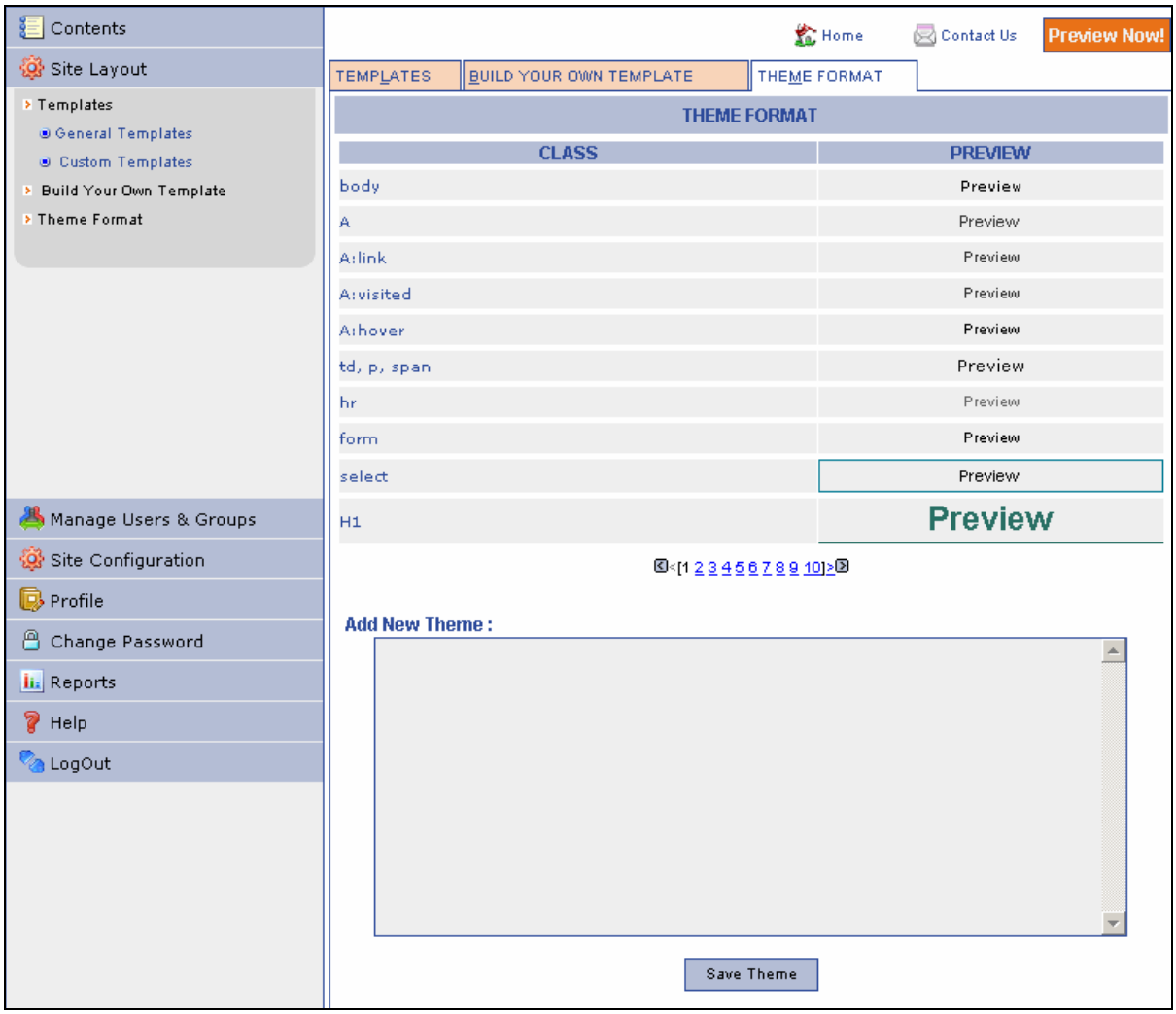
Build your own template

Click on the "Build your own Template" from left navigation toolbar. This will launch the Build your own Template interface:

This allows the site administrator to create his own templates.

Theme Format

Theme formatting is related to style sheet of the current selected template for your site. You can edit the current style sheet in the template and also add your own style sheet. We are not giving the facility for user to remove any class from the style sheet. But user can always edit any class and make his own theme. (As per **Screen 24**)


Contents
Site Layout
Templates
General Templates
Custom Templates
Build Your Own Template
Theme Format
Manage Users & Groups
Site Configuration
Profile
Change Password
Reports
Help
LogOut
Home
Contact Us
Preview Now!
TEMPLATES
BUILD YOUR OWN TEMPLATE
THEME FORMAT
THEME FORMAT
CLASS
PREVIEW
body
Preview
A
Preview
A:link
Preview
A:visited
Preview
A:hover
Preview
td, p, span
Preview
hr
Preview
form
Preview
select
Preview
H1
Preview
<[1 2 3 4 5 6 7 8 9 10]>
Add New Theme :
Save Theme

Screen 24

Manage Users & Groups

Using this section Administrators can view, create, edit and delete Users and Groups & Manage the same. Additionally he can assign roles to the groups. Website users can get themselves registered from end user section & administrator can access that registered users as well as he can create new users using this section and manage the same.

There are two options available in Manage Users & Groups tab:

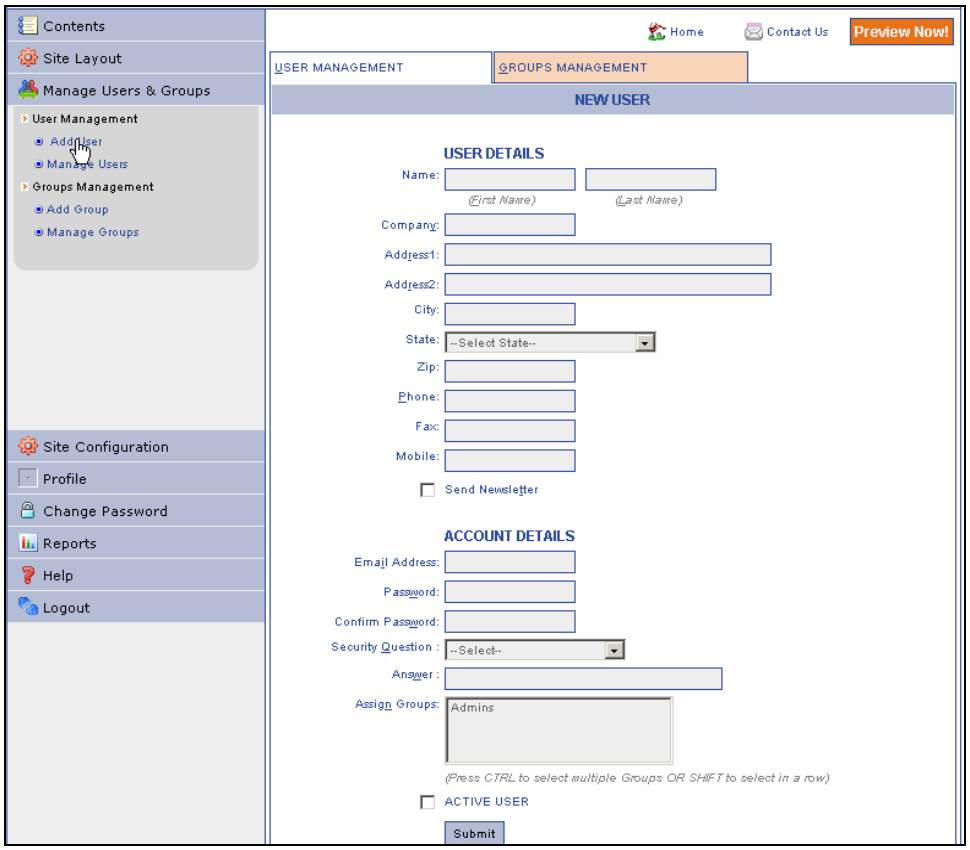
- User Management
- Group Management

Screen 25

User Management

Administrator can create new users & manage existing users using this section.

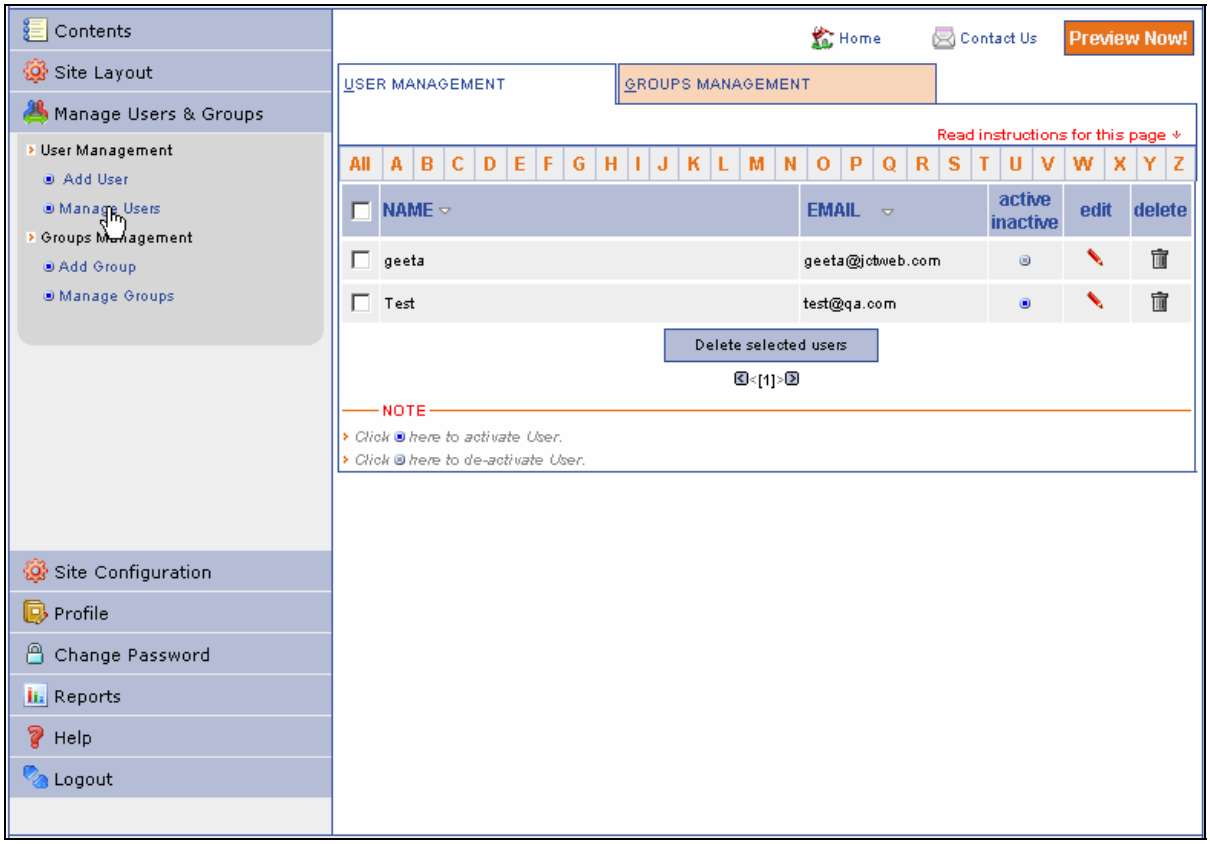
To add a user click the “Add Users” Link from left navigation panel, this will launch the Add User interface. (As per **Screen 26**) Be sure to fill in all required fields (First Name, Email Address, Password, and Confirm Password):



Screen 26

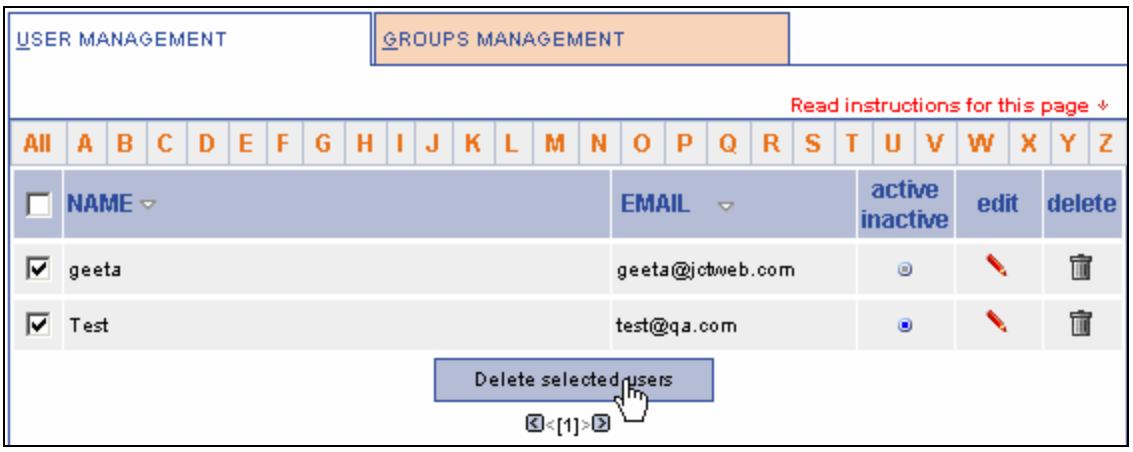
Account Details: Account details will utilize for Log In to the Website. Email address & Password will be used as Log In to the website & his role will be depending on assigned groups to that user. Security Question & Answer fields you can utilize, if user will forget the password. Don't forget to check the ACTIVE USER check box for making user Active.

To manage users click the “Manage Users” from left navigation toolbar. This will launch the Manage User interface (As per **Screen 27**):



Screen 27

This interface allows administrator to View, Filter, Edit & Delete the users. Administrator can also change the status of users Active to Inactive & vice versa using this interface.



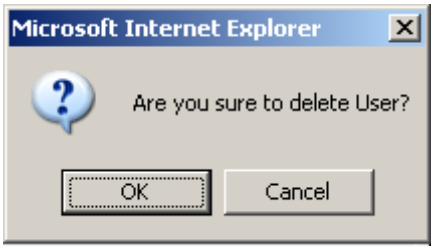
Screen 28

View User: Administrator can view all the users using this page.

Filter User: Top alphabet bar will allow you to filter the users. For E.g., 'All', first box is by default active will view all users in list. & even you can filter the list by alphabet.

Active / Inactive User: Administrator can toggle the user active & Inactive using this option.
Edit User: Administrator can edit the details of users using this option

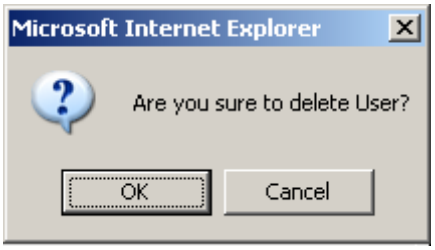
Delete User: To delete user from the list click on Delete button & it will ask for the confirmation "Are you sure you want to delete the User?"



Screen 29

If you are certain you wish to delete the User from the list, click OK. The user will be deleted.

If you wish to delete more than one user at a time select check boxes prefixed to User name you like to delete from a list & click on button "Delete Selected Users", it will ask for the confirmation "Are you sure you want to delete the User?"

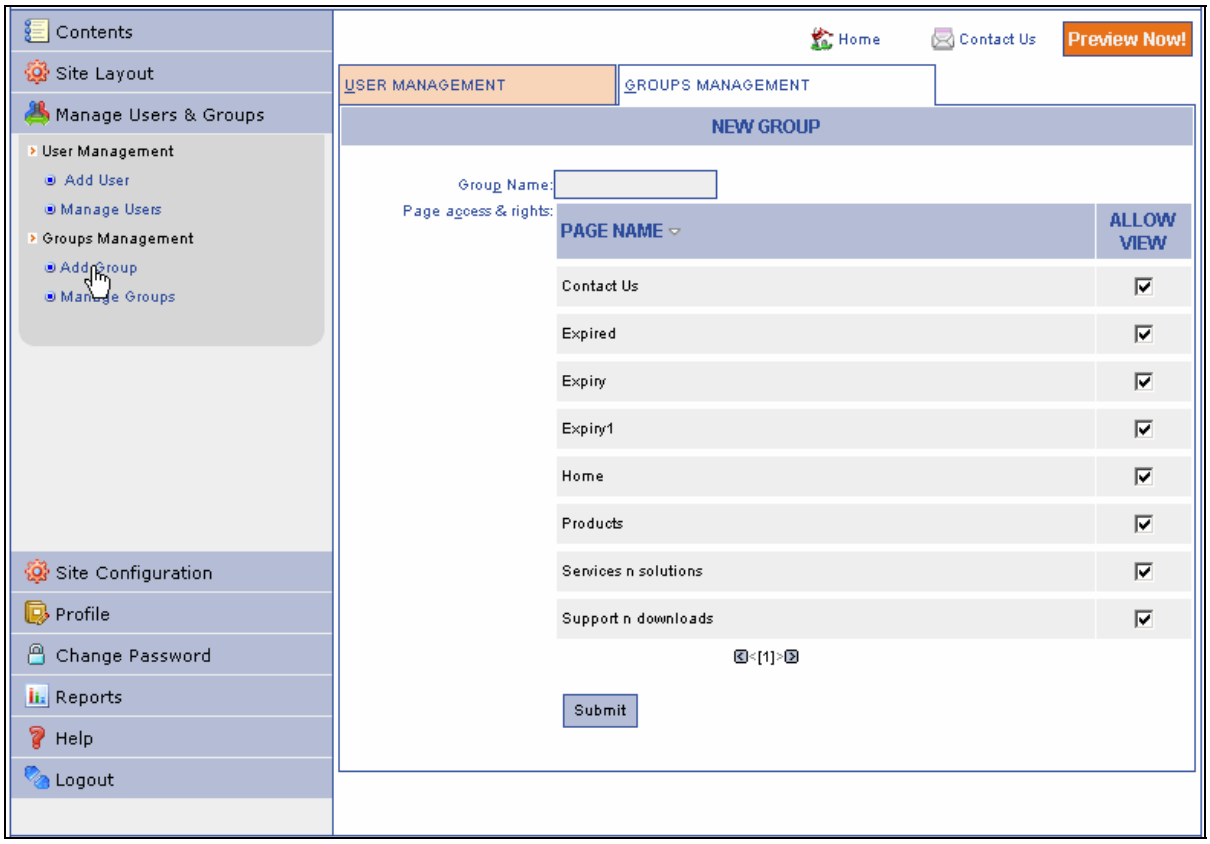


Screen 30

If you are certain you wish to delete the User from the list, click OK. The user will be deleted.

Group Management
Administrator can create new groups, assign the roles & manage the same.

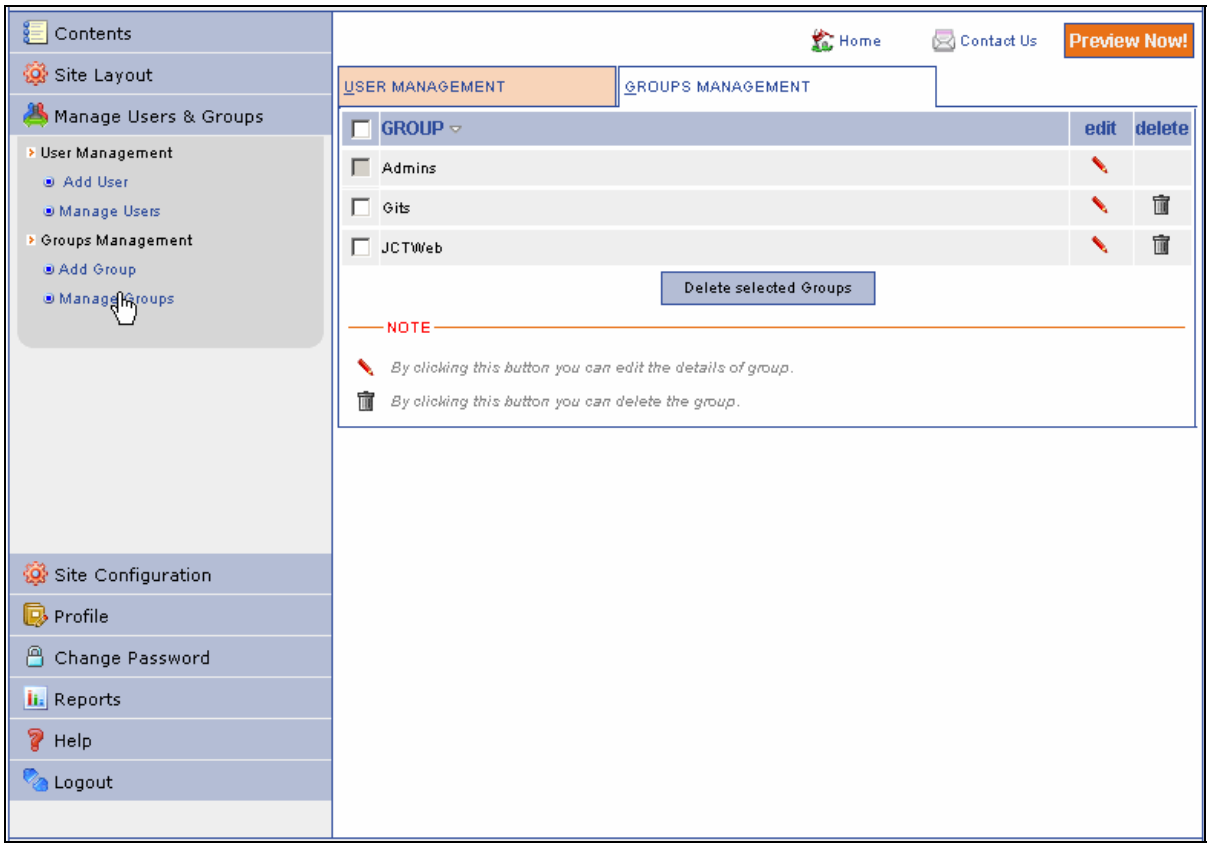
To add group click the "Add Group" Link from left navigation bar. This will launch the Add Group interface (As per **Screen 31**).



Screen 31

Add Group Name & assign roles to the groups by select check boxes & click 'Submit' to save the action. Additionally you can sort Page names in ascending & descending order using Page name link from List header.

To manage Groups click the "Manage Groups" from left navigation toolbar. This will launch the Manage User interface (As per **Screen 32**):

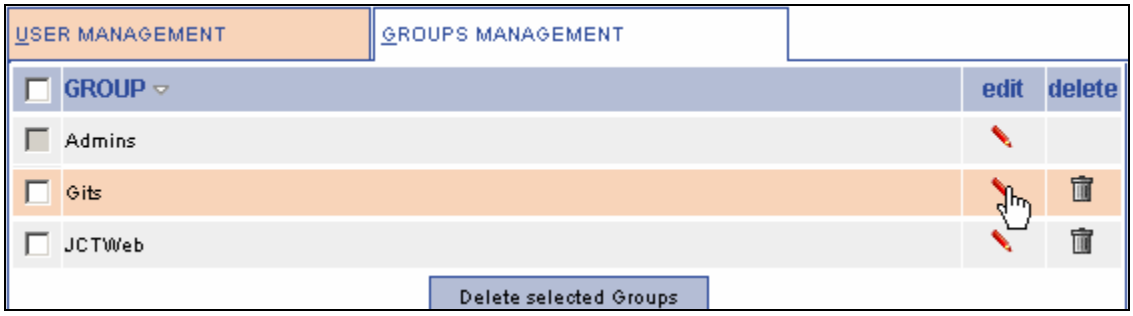


Screen 32

This interface allows administrator to View, Edit & Delete the Groups.

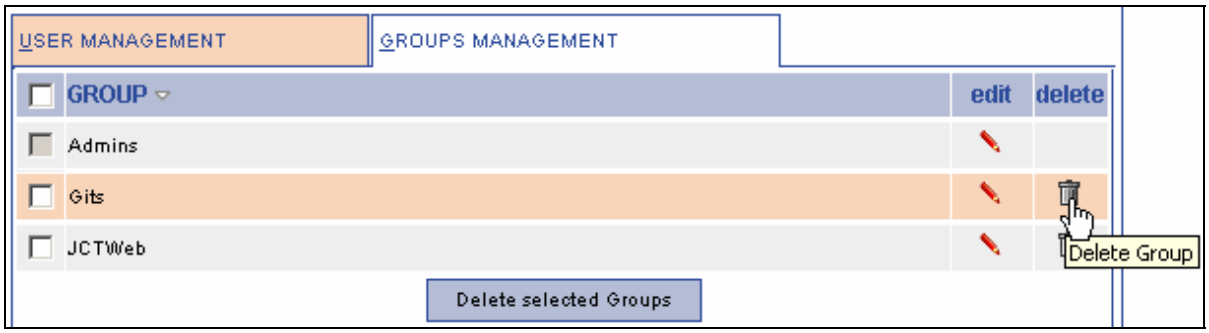
View Groups: Administrator can view all Groups using this interface.

Edit Groups: Administrator can edit Group name & change the role using this option.

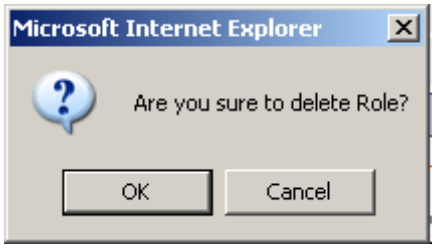


Screen 33

Delete Groups: To delete Group from the list click on Delete button & it will ask for the confirmation “Are you sure you want to delete the Group?”



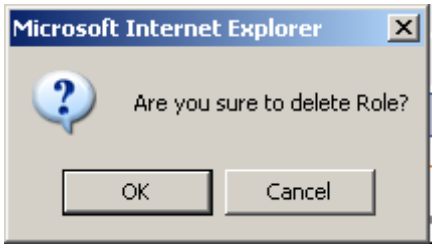
Screen 34



Screen 35

If you are certain you wish to delete the Group the list, click OK. The Group will be deleted.

If you wish to delete more than one Group at a time select check boxes prefixed to Group name you like to delete from a list & click on button by caption “Delete Selected Groups”, it will ask for the confirmation “Are you sure you want to delete the Groups?”



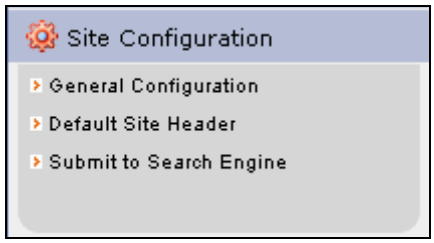
Screen 36

If you are certain you wish to delete the Groups from the list, click OK. The Groups will be deleted.

Site Configuration

This section allows the administrator to configure the basic Website settings & Search Engine submission. The configurations are categorized as follow:

- General Configuration
- Default Site Header
- Submit to Search Engine

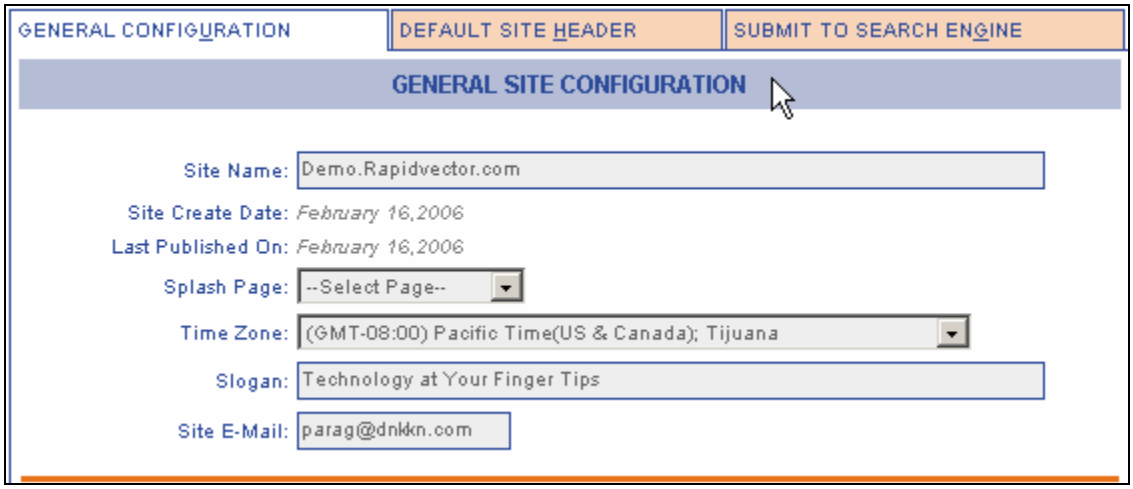


Screen 37

General Configuration: This section is subdivided into three sub categories:

Click on the "General Configuration" from left navigation toolbar. This will launch the General Configuration interface:

General Site Configuration: Following screenshot describes "General Site Configuration":


GENERAL CONFIGURATION
DEFAULT SITE HEADER
SUBMIT TO SEARCH ENGINE
GENERAL SITE CONFIGURATION
Site Name: Demo.Rapidvector.com
Site Create Date: February 16,2006
Last Published On: February 16,2006
Splash Page: --Select Page--
Time Zone: (GMT-08:00) Pacific Time(US & Canada); Tijuana
Slogan: Technology at Your Finger Tips
Site E-Mail: parag@dnkkn.com

Screen 38

Site Name: The name of the Website, for E.g. Demo Store

Site Create Date: The date mentions to the site owner when the site was created.

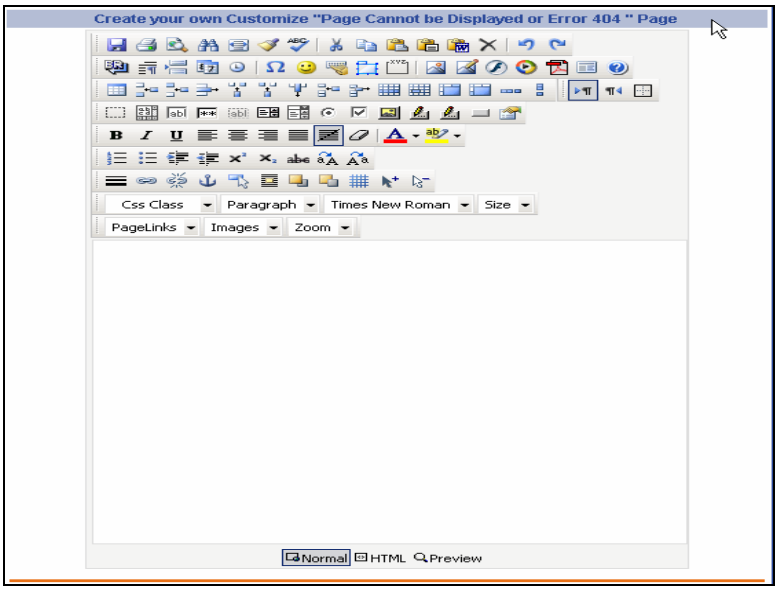
Last Published On: The date mentions to the site owner when the website was last published after changes.

Splash Page: Splash page is welcome screen or animated introduction of the website. This is optional field, however if administrator wishes to add splash page, he can select from drop down list.
Time Zone: This defines time zone for the website. Any operation did by website have the time according to the selected zone.

Slogan: this will display in site wherever slogan applicable.

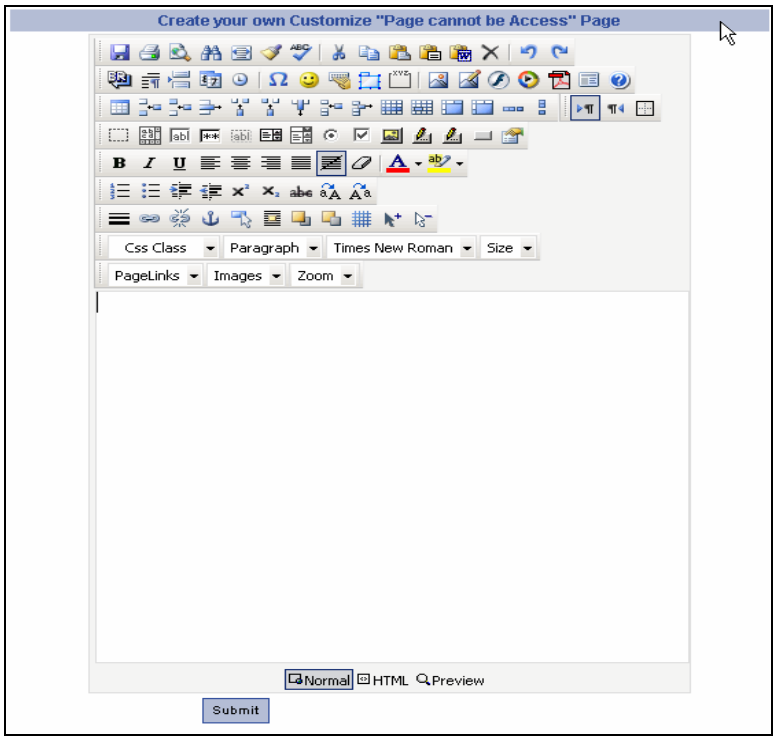
Site E-Mail: Messages may be browsed, read, forwarded to your email address, and composed through the RapidVector Control Panel Inbox:

Error Pages: For error pages “Page Cannot be displayed” or “Error 404 Page” you can create your own customize page using the HTML Editor. (As per **Screen 39**)



Screen 39

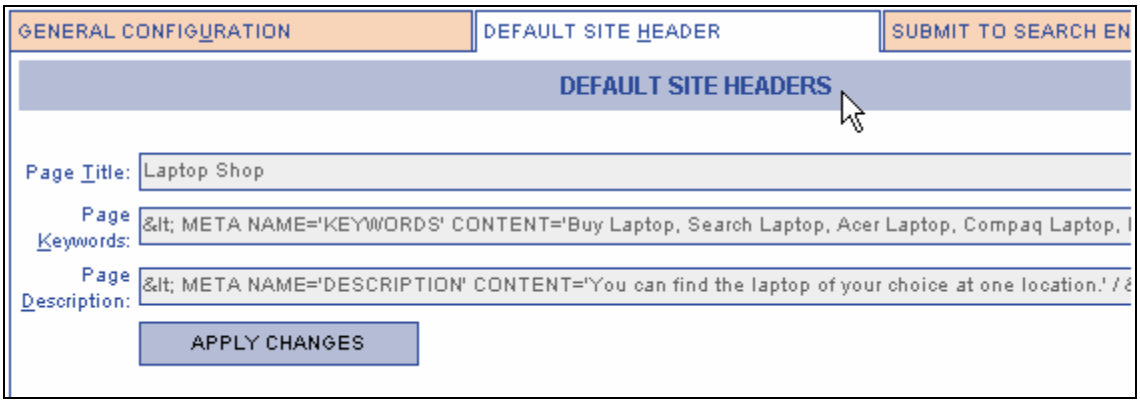
For error page “Page cannot be Access” you can create your own customize page using the HTML Editor. (As per **Screen 40**)



Screen 40

Default Site Header

Click on the "Default Site Header" from left navigation toolbar. This will launch the Default Site Header interface (As per **Screen 41**):


GENERAL CONFIGURATION
DEFAULT SITE HEADER
SUBMIT TO SEARCH EN
DEFAULT SITE HEADERS
Page Title:
Laptop Shop
Page Keywords:
< META NAME='KEYWORDS' CONTENT='Buy Laptop, Search Laptop, Acer Laptop, Compaq Laptop,
Page Description:
< META NAME='DESCRIPTION' CONTENT='You can find the laptop of your choice at one location.'
APPLY CHANGES

Screen 41

Page Title: This title will appear on the title bar of the browser you will launch your website. If administrator will not assign any title on particular page, this will appear as default title.

Page Keywords: These keywords will help search engines to fetch your page.

Page Description: This description is short description of your website; it will help search engines to fetch your page.

Submit to Search Engine

Click on the “Submit to Search Engine” from left navigation toolbar. This will launch the Submit to Search Engine interface. (As per **Screen 42**)

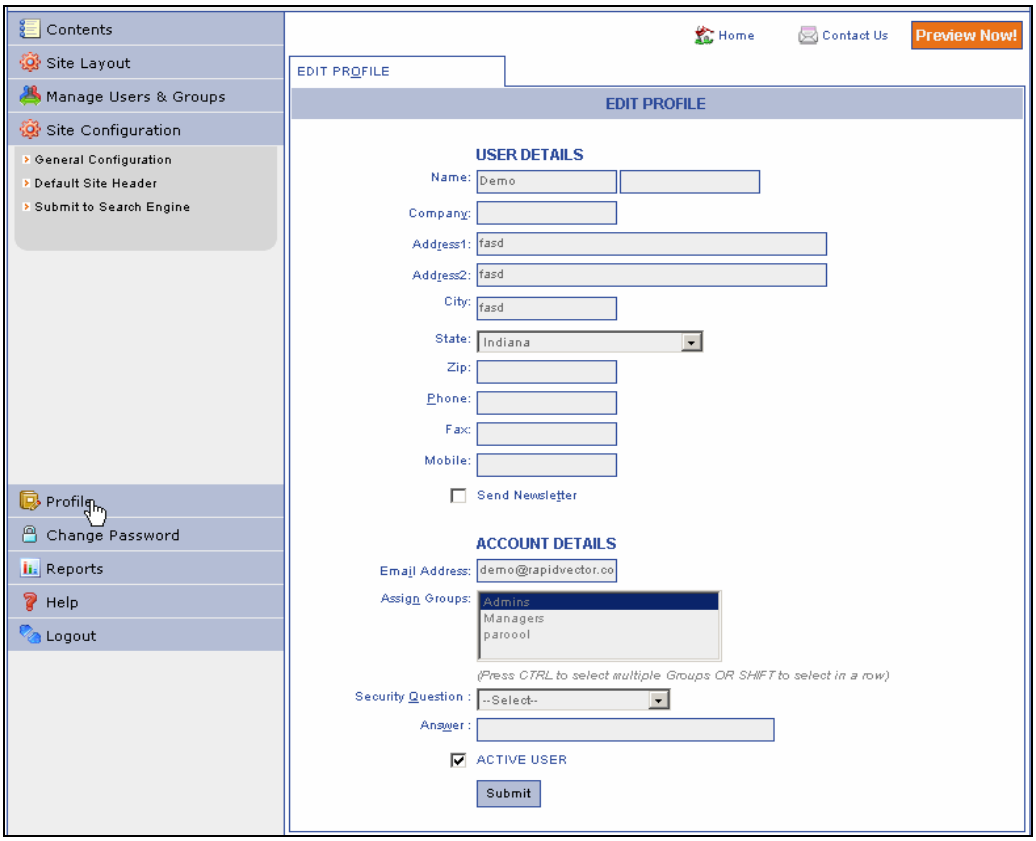
List of search engines & Directory are available to submit your site to the top ten search engines & Directory. Manually by click on link of search engines link; will point to submit page & you need to go through instructions carefully & fill the required details.

Screen 42

Profile

This page displays profile of administrator. Using this page administrator can edit the User details & Account details of his website.

Click on the “Profile” from left navigation toolbar. This will launch the Profile interface (As per **Screen 43**). Be sure to fill in all required fields (First Name, Email Address, Password, and Confirm Password):



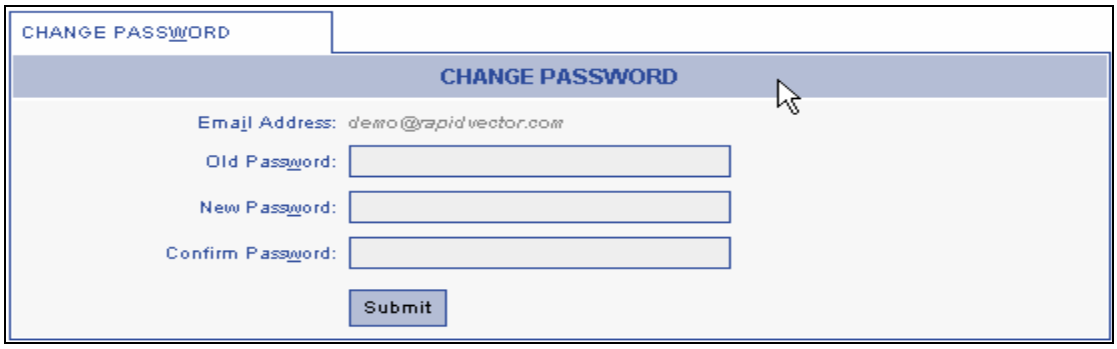
Screen 43

Account Details: Account details will utilize for Log In to the Website to the administrator. Security Question & Answer fields you can utilize, if user will forget the password. Don’t forget to check the ACTIVE USER check box for making user Active.

Change Password

If you wish to change password of website administrator you can proceed with this option.

Click on the “Change Password” from left navigation toolbar. This will launch the Change Password interface (As per **Screen 44**):



Screen 44

Email Address: Defines administrator Log in ID.

Old Password: Mention your administrator Log in password.

New Password: Mention your new password to which you wish to replace with existing one.

Confirm Password: Reenter new password ensures the correctness of the mentioned password while setting it.

Reports

Administrator can view the website's reports, For E.g., Website Statistics, Keyword Analysis Report, Page hits reports, etc.

Help

Using Web View

The Web View is the standard way of editing your website as it is the easiest to use. Simply surf to the Web Page you want to edit, delete, or change and click the appropriate button:

This environment allows you to add and edit sophisticated content in an easy-to use environment. You can add modules in a wished panel using top control bar.

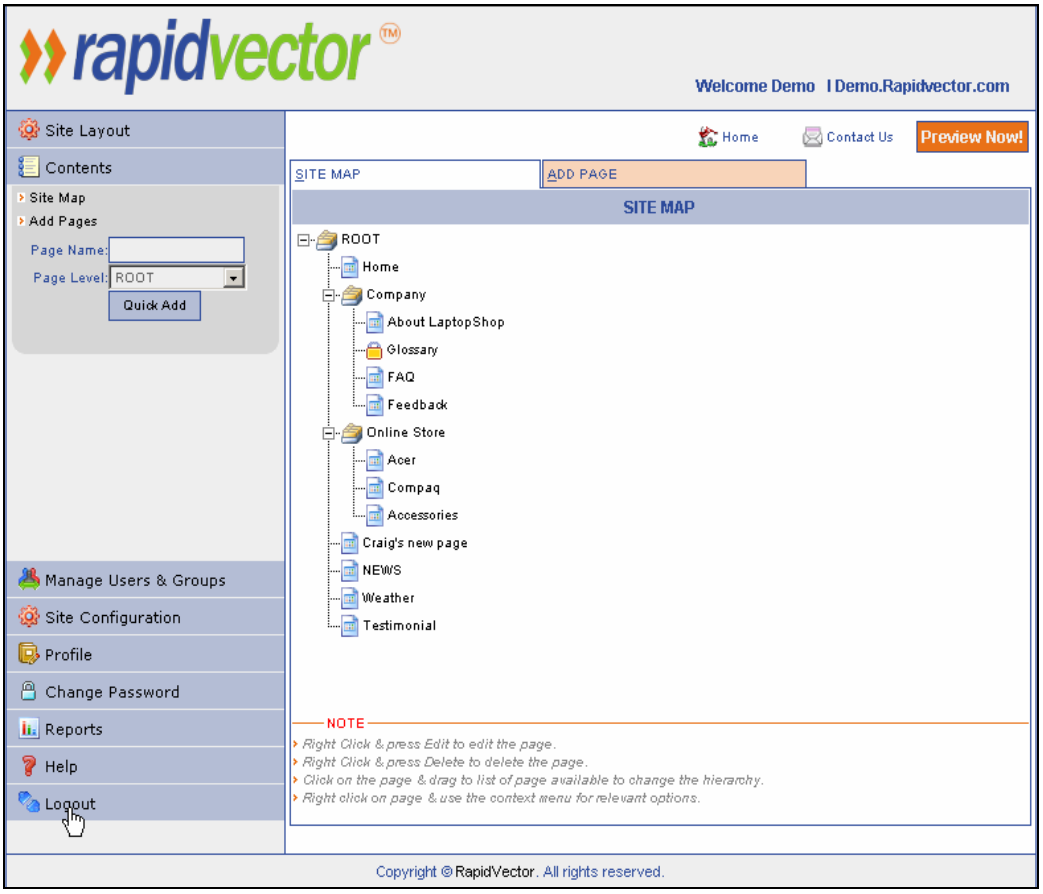
Add modules:

1. Select panel from first drop down list.
2. Select module to add in selected panel.
3. Click Add Module to save the changes.

Drag and drop any module to reselect the position (Left panel, Right Panel or Center panel), even you can change the order.

Logging Out

Don't forget to logout to close your RapidVector session once you are finished. To do so,
Click on the "Log Out" from left navigation panel. (As per **Screen 45**):



Screen 45

Upon logout, you will be returned to the Homepage of your website.